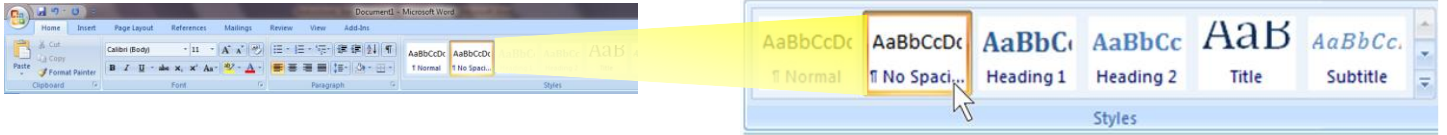


Broadway Production Company

1. Open Microsoft Word. Save document as **Broadway**.

2. In the Styles group under the Home tab, choose the No Spacing Style option...



3. **Broadway Production Company**

= Broadway font, size 24, center align.
Press Enter 2 times when finished.

4. The **Broadway Production Company** is a highly acclaimed non-profit theatre in the heart of Downtown Melbourne dedicated to bringing professional quality theatre to Brevard County. We want to stress the value of community support in an organization such as ours. It is the support of community members that has enabled the **Broadway Production Company** to grow and bring to its members and audiences the quality theatre you have come to expect.

= Times New Roman font, size 12,
and Broadway font, size 12, left
align. Press Enter two times after
each paragraph. (Don't forget the
web link.)

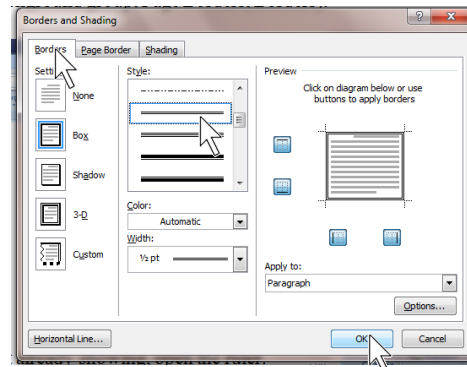
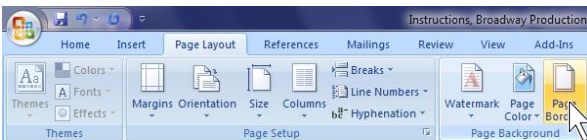
We have an exciting year planned with some of Broadway's funniest plays and musicals as well as provocative newer works that have come out of our country's top regional theatres and play festivals. For a listing of our season, please follow the link www.broadwayprodc.com.

Thank you once again for your generous support of the **Broadway Production Company**. We look forward to seeing you at the theatre.

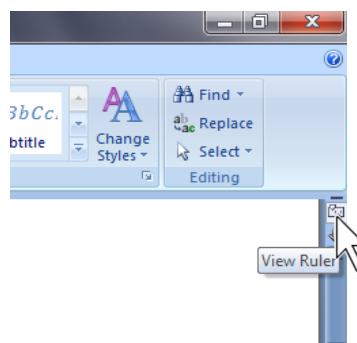
5.

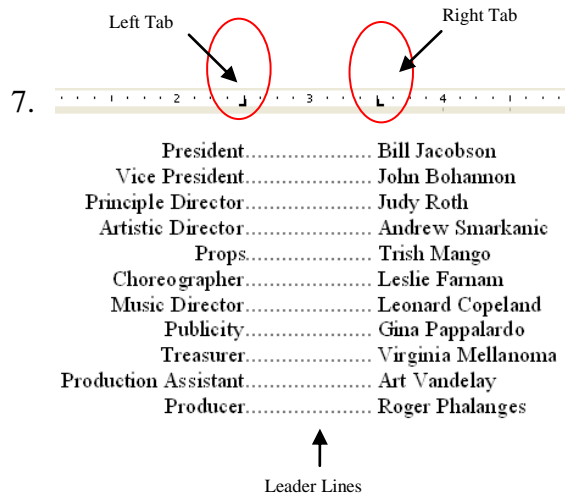
Please call (321) 952-5717 for tickets and information.

= Times New Roman font, size 12, center align. Type the words, and then press Enter twice. NOW, go back, click once in the words, and add the double-line border (Page Layout tab, Page Background group, Page Borders, Borders).



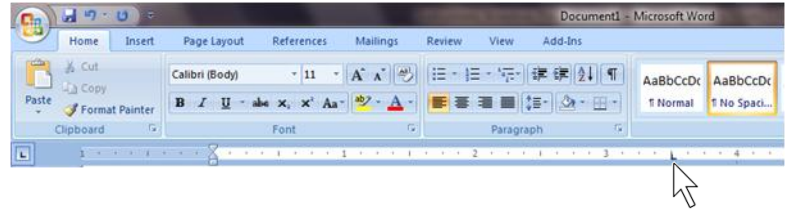
6. If it isn't already showing, open the ruler.



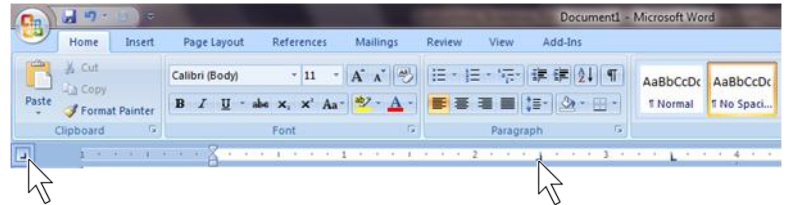


= Times New Roman font, size 12, left align.

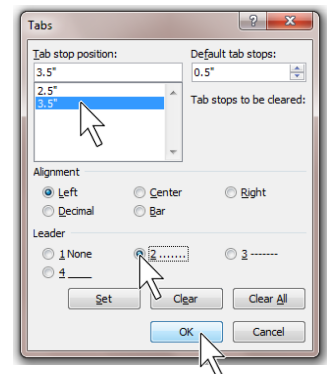
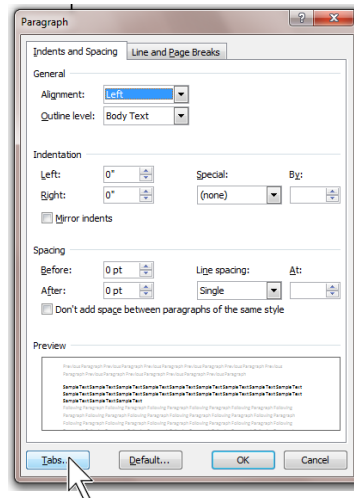
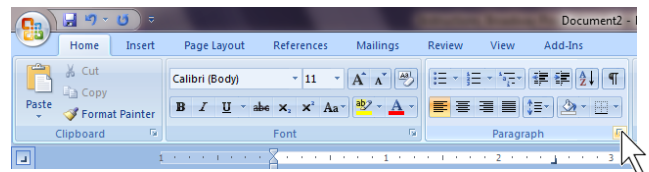
a) Set a Left tab at 3½”.



b) Set a Right tab at 2½”.



c) Set #2 Leader Lines at the 3½” Left tab.



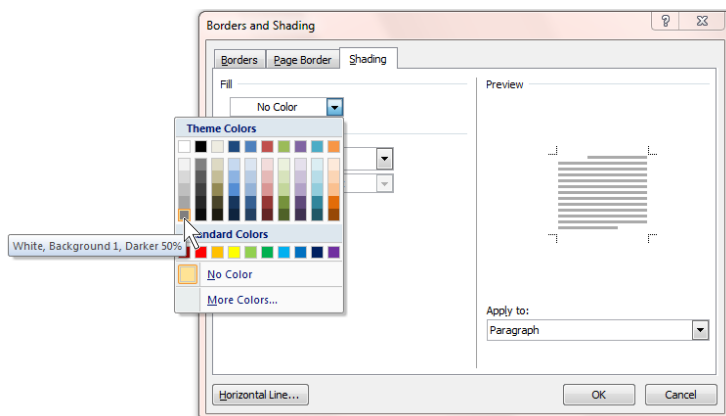
d) Type YOUR NAME next to President.

e) When done all names, press Enter 2 times.

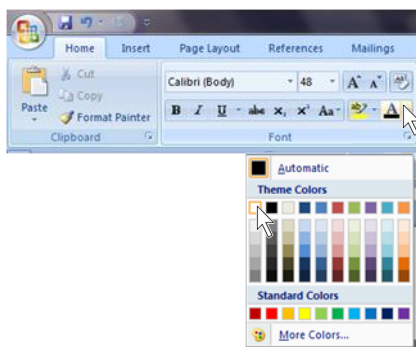
8.

SUPPORT YOUR THEATRE! PLEDGE NOW!

= Goudy Stout font, size 22, center align. Press Enter 2 times when finished. NOW, go back, select the words with the mouse, and add Darker 50% gray shading (Page Layout tab, Page Background group, Page Borders, Shading)...



...and then make the text color white.



f) Locate and add the clip art picture (Insert, Illustrations, Clip Art). Change the layout to square (Double-click, Format Object, Layout, Square), and change the height to 1½” (Double-click, Format Object, Size, Height).

g) Add the 8th page border from the top of the list (Page Layout tab, Page Background group, Page Borders).